Human Resources Specialist, Classification

Department: Human Resources

DEFINITION:

Under general direction, establishes and maintains the classification system for all management and classified positions of the district; serves as resource person to Unit 1 Classification Commission, Unit A Classification Committee, Management Classification Committee, and Confidential Classification Committee; serves as resource person for classified negotiations.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Collects, analyzes, and develops occupational data concerning jobs, job qualifications and job characteristics to maintain the District Classification System.

2. Write and updates job descriptions, specifications, and narrative statistical reports reflecting such data as skills, knowledge, abilities, training education, and related factors required to perform jobs.

3. Performs desk audits and evaluations in response to reclassification requests and reorganizations; makes recommendations as to proper job classifications and salary ranges.

4. Monitors and maintains Classification database and generates classification and compensation reports as required.

5. Works with employees, supervisors, and Committee members in facilitating the reclassification process.

6. Responsible to maintain accurate classification minutes and records; creates and updates forms as necessary.

7. Conducts salary survey and classification studies to verify or standardize data; responds to salary requests from external sources.

8. Provides information to supervisors and staff regarding classification and salary issues.

9. Responsible for coordinating meetings; preparing materials, researching problems, and presenting information to management, union, staff, etc.

10. Works with Employment Services to develop position announcements.

11. Performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods and techniques of classifying jobs, preferably in an educational environment.

2. Research methods and techniques.

3. Salary administration.

4. Computerized spreadsheets, databases, and word processing packages.
Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.

2. Work independently with minimal supervision.

3. Maintain the confidentiality of non-public information.

4. Use good judgment on critical issues.

5. Plan, implement and monitor a programmed approach to problem resolution.

6. Collect and analyze data.

7. Independently compose letters and write reports in clear and plain English, using correct spelling, vocabulary, grammar, punctuation and strong analytical skills.

8. Relate tactfully and effectively to management, staff, and public.

9. Take accurate minutes, use a word processor and microcomputer.

10. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.

Experience:

1. Two to three years of recent experience in maintaining a classification/ compensation and/or employment system.

Education:

1. Bachelor's degree or equivalent.

Date Approved: June 1993
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